

# ClubRunner

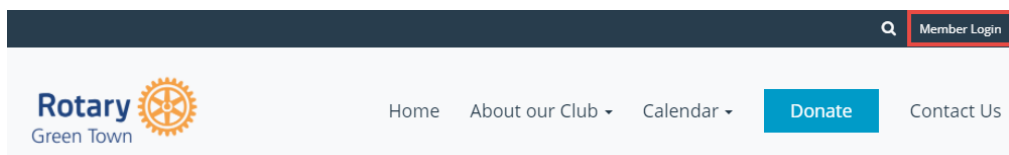
Help Articles > Club Help > Club - Administration Guide > Volunteers & Signups > How do I manage my volunteers?

## How do I manage my volunteers?

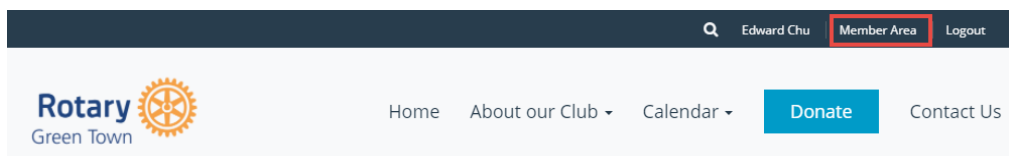
Michael C. - 2021-02-24 - Volunteers & Signups

The **Manage Volunteer** screen is where you would go to add/remove volunteers per tasks. Please follow the steps below to learn how.

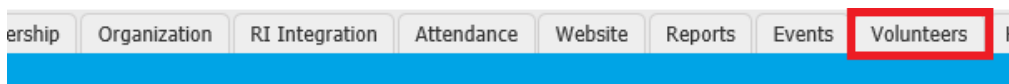
1. Click **Member Login** at the top right of your club's webpage.



2. Enter your login details, and then click **Member Area** at the top right of the page that appears.



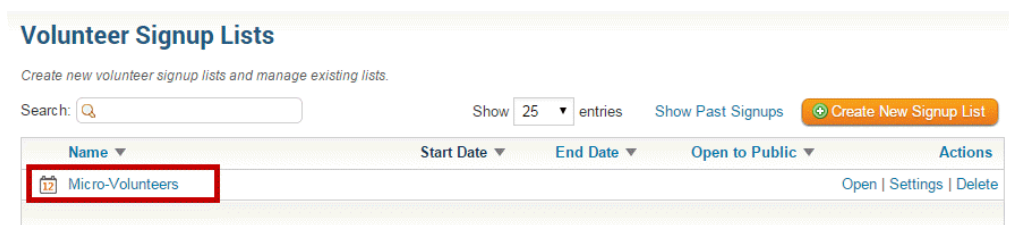
3. You will see a number of tabs along the top. Click on **Volunteers**.



4. Now, click on **View Signup Lists**.



5. Select the signup list you would like to change.



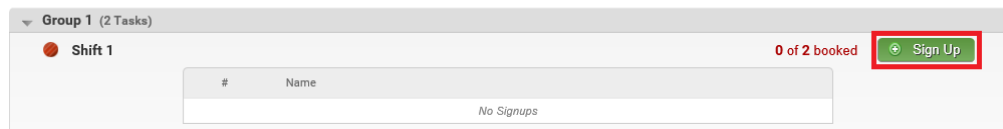
**Below are the steps to assign a Volunteer to a task:**

1. Click on the **Manage Volunteers** button found in the top middle of the screen.



2. Find the task that you want to add a volunteer for and click on the sign up button

Signups for **Micro-Volunteers**

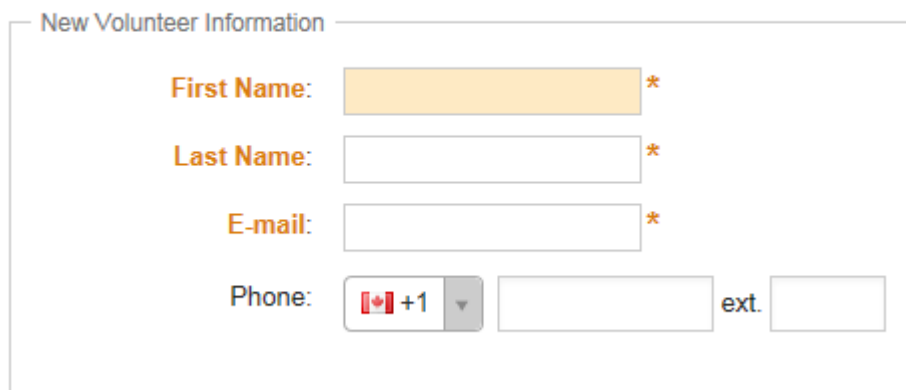


The screenshot shows a web interface for 'Group 1 (2 Tasks)'. Under the 'Shift 1' section, there is a table with columns for '#', 'Name', and 'No Signups'. To the right of the table, it says '0 of 2 booked' and a green 'Sign Up' button with a plus icon is highlighted with a red rectangular box.

3. The Book Volunteer window should now open. Populate the fields with the volunteer's information.

**Note:** First Name, Last Name, & E-mail are all required fields.

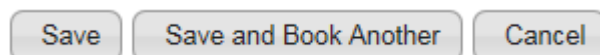
Shift 1 (Oct 22, 2014 9:00 AM – 9:00 AM)



The 'New Volunteer Information' form contains the following fields:

- First Name:** A text input field with an asterisk (\*) indicating it is required.
- Last Name:** A text input field with an asterisk (\*) indicating it is required.
- E-mail:** A text input field with an asterisk (\*) indicating it is required.
- Phone:** A dropdown menu showing a Canadian flag and '+1', followed by a text input field, the label 'ext.', and another text input field.

- **First Name:** Enter the First Name of the Volunteer. An existing list of contacts will appear, if the volunteer is in the list then select them otherwise continue to add the volunteer.
  - **Last Name:** Enter the Last Name of the Volunteer. An existing list of contacts will appear, if the volunteer is in the list then select them otherwise continue to add the volunteer.
  - **E-mail:** Enter the Volunteers email address
  - **Phone:** Enter the Volunteers phone number for contact purposes.
  - **Ext.:** Include the extension if they have one.
4. Once all of the fields are populated you have three choices:



Three buttons are displayed horizontally: 'Save', 'Save and Book Another', and 'Cancel'.

- **Save:** Will only save the one volunteer and takes you back to the Signup Page.
- **Save and Book Another:** Will save the volunteer information and keep you on the same screen for you to add another volunteer.
- **Cancel:** Will disregard the changes and not save anything.

Once the volunteer has been booked, a confirmation email will be sent to the volunteer.

**Below are the steps to unbook a Volunteer from a task:**

**Note:** Only access level 50-Club Executive or higher has access to unbook a volunteer.

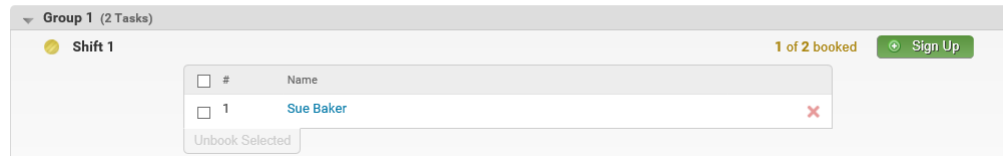
1. Next click on the **Manage Volunteers** button found in the top middle of the screen.


*Drag and drop tasks to change their sequence and groupings.*



2. Find the task that you want to unbook the volunteer for:

Signups for **Micro-Volunteers**



3. Now find the volunteer in that list and click on the  icon. You should get a message box confirming that you want to unbook the Volunteer:



4. Click **OK** to unbook the volunteer or click **Cancel** to disregard the changes.